

**WEST MICHIGAN COMMUNITY MENTAL HEALTH
ADMINISTRATIVE MANUAL**

		Chapter: 6	Section: 1	Subject: 2
CHAPTER: Regulatory Management				
SECTION: Regulatory Management				
SUBJECT: Compliance Education and Training				
Administrative Approval:		Date of Governing Board Action:		Page 1 of 2
		March 19, 2002		

- I. **PURPOSE:** The purpose of this policy is to articulate that the West Michigan CMH's commitment to education and training of the compliance program is effectively communicated to governing board members, employees, volunteers and network providers.

- II. **APPLICATION:** All programs and services operated by West Michigan CMH. Board members, employees and network providers will receive the WMCMH Corporate Compliance Plan and Code of Conduct at orientation or within thirty (30) days of appointment to the Board; employment; or as part of the provider network manual, respectively. Every employee will be required to sign and date a statement that reflects the employee's knowledge of and commitment to the standards of conduct, this attestation will be retained in the employee's personnel file; also, a signed acknowledgment form will be retained following the mandatory electronic Corporate Compliance training completed annually by employees.

- III. **REQUIRED BY:** Contract with the Lakeshore Regional Entity/PIHP; 42 CFR, Ch. IV §438.608.

- IV. **DEFINITIONS:** Not applicable.

- V. **POLICY:** West Michigan CMH shall provide for the integration of compliance into the fabric of corporate culture and require that all governing board members, employees, volunteers and network providers:
 1. Have a fundamental understanding of and appreciation for their compliance responsibilities;
 2. Know and follow the laws, rules and regulations that bear on their job responsibilities;
 3. Understand the potential consequences of compliance violations to themselves and to the West Michigan CMH and LRE/PIHP; and
 4. Are familiar with West Michigan CMH policies and procedures with respect to compliance violations

- VI. **PROCEDURES:** Not applicable.

- VII. **SUPPORTING DOCUMENTS:** Not applicable.